

CHIEF FIRE INVESTIGATOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the a position, the primary duty of which is managing all activities of the arson investigation division. The employee of this class is responsible for planning, organizing, and directing all programs relating to fire investigations and for managing the work of all subordinates assigned to the division. The Chief Fire Investigator interprets existing laws, policies, and regulations, oversees the production and maintenance of records and reports of the division, and deals with the public and other fire officials in all matters involving fire investigations. The work of this class is primarily administrative and supervisory in nature, and the Chief Fire Investigator receives wide latitude to work independently, with work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the division responsible for fire investigations, organizing the division and making decisions concerning use of equipment and deployment of personnel. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas.

Reviews incoming communications for the division and either handles matters or assigns them to appropriate subordinates. Investigates complaints against division personnel and formulates a recommendation for action to be taken. Gathers information to be used in compiling budgets. Maintains a reference library on investigation. Monitors and evaluates local conditions which may become fire or safety hazards.

Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and inspecting systems and facilities for maintaining records. Completes any forms and records needed to document fire investigation division activities. Writes letters to handle problems or to address needs of the division.

Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving

assistance when required. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Delivers talks, lectures, or demonstrations on fire safety to schools, clubs, or other organized groups.

Reviews work to be done and outlines duties and responsibilities for subordinates, setting task priorities and long-term goals. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs, and counsels employees who are experiencing work problems. Handles employee complaints and grievances, and provides for employee growth and career development. Maintains discipline among employees of the division by conducting corrective interviews, recommending disciplinary action to the appointing authority, or notifying the employee of disciplinary action taken. Serves as a classroom instructor for arson investigation classes.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Restricts access to the fire scene to prevent removal, damage, or contamination of evidence. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court.

Takes photographs to provide an accurate record of the fire; takes extensive notes concerning each phase of the investigation. Completes a fire investigation report which includes information identifying the fire, estimating the loss or damage incurred, outlining conclusions reached by investigating personnel, and any related information required.

Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution. Applies for and executes arrest warrants. Transports arrested persons to jail. Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress. Communicates with the public prosecutor's office in order to exchange information about pending cases. Testifies in court.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United

States.

Must possess a valid driver' s license.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be an incumbent in the class of Assistant Chief Fire Investigator. Must be a regular and permanent employee in the class of Assistant Chief Fire Investigator immediately preceding application to board.

BR 05-08-
84
Rev 01-06-
87
05-22-90
03-26-92
11-18-04
10-18-07
04-17-08